

## **RECRUITMENT SEARCH FIRMS**

**DATE: December 19, 2008**

### **Purpose**

**These guidelines provide a framework for engaging and monitoring the performance of recruitment search firms for any positions deemed to require recruitment services beyond those provided by the Workforce Planning Unit in Human Resources at SJSU.**

### **Process**

Consistent, defensible processes for evaluating applicant to positions offered by San Jose State University are required to satisfy best practice in Human Resource management, state and federal EEO requirements, and to protect the candidates who expect a transparent and fair process.

Upon notification by a recruiting department of the need for engaging an outside search firm, both the department and the Workforce Development unit will take the following steps:

- The Workforce Analyst will open a recruitment file and request a pre-recruitment meeting with the HR Contact, the hiring manager, and any others the department deems necessary to understand the nature and scope of the recruitment.
  - At this meeting, the Workforce Planning analyst can provide contact information for search firms, should the department need such information. If the department has made contact with a search firm or has a working relationship with a search firm, that information can be shared with Workforce Planning.
  - Initial discussions concerning the nature of the position, position description, potential salary range, and timing of the recruitment can begin at this time.
- Once the search firm is identified, a coordinating meeting can be scheduled between the department, Workforce Planning, Procurement (as needed), and the search firm to identify and clarify responsibilities, timing, reporting requirements, and other contractual requirements. Included in this discussion, but not limited to, are:
  - Fee Structure and invoicing
  - Progress reporting structure
  - Contact protocols
  - Summary reports and file ownership
- Once a successful recruitment has occurred, the department can schedule a close-out meeting between Workforce Planning, the search firm, and the hiring department, to verify terms and conditions have been met (including all appropriate applicant summaries and evaluation protocols).
- After an offer has been made and accepted, the hiring department can process the appropriate SJSU documentation with Workforce Planning to close the recruitment and start the on-boarding process for the new employee.
- All contractual commitments (if any) can be resolved at this time between procurement, the hiring department, and the search firm.